

**BYLAWS**

May 13, 2014

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**BYLAWS**

These Bylaws, dated May 13, 2014, shall replace all previous Bylaws in their entirety. No item, clause or rule contained in previous Bylaws shall carry forward, nor be enforced in any way. By adopting these Bylaws, the membership accepts the name of the Santa Clarita Valley Photographers Association. The previous name of “Santa Clarita Valley Professional Photographers Association” shall no longer be in force, and shall not be used.

# ARTICLE I. MISSION STATEMENT - OBJECTIVES AND PURPOSE

The Santa Clarita Valley Photographers Association (“SCVPA” or “Association”) is an organization dedicated to advancing the art and business of photography. Our purpose is to create an environment amongst photographers that will inspire each of us and to help one another grow as business professionals and/or artists.

Furthermore, the objectives and purposes of this Association shall be to:

1. Advance photography in all its branches, both as an art and as a profession.
2. Educate its members with regard to the art and practice of photography.
3. Provide opportunities, such as field trips, workshops and lectures, for its membership to further explore photography.
4. Create, foster and maintain cordial relations, cooperation, and interchange of thoughts and opinions among its members.
5. Be a proactive group in which each member is expected to participate.
6. Promote the work of its members throughout the communities of the Santa Clarita Valley.
7. Promote and educate the consumer to the advantages of hiring a professional photographer.
8. Encourage the contribution of its members to charitable causes and/or the communities of the Santa Clarita Valley through the use of photography.
9. Oppose violations and infringements of the rights of photographers in the community.
10. Cooperate with other organizations endeavoring to accomplish similar purposes.

# ARTICLE II. MEMBERSHIP

*Section A. Classifications*

1. REGULAR

Any individual photographer, whether professional or amateur.

1. FAMILY

Two photographers in a marriage or domestic partnership, and their children under the age of 18, (or under the age of 25 if students), residing within the same household.

1. STUDENT

Any full-time college, high school, or elementary school student under the age of 25.

1. HONORARY/EMERITUS

A member shall be elected, in special cases, by the Board of Directors.

*Section B. Change in Status*

A member shall promptly notify the Board of Directors of any changes in status.

*Section C. Review of Membership Applications*

An Application for Membership is subject to review and approval by the Board of Directors before the applicant may be received into the Association.

*Section D. Denial of Membership*

Membership may be denied to an applicant for prior failure to adhere to the Association's Code of Ethics. By signing the Application for Membership, the applicant agrees to recognize the authority of the Santa Clarita Valley

Photographers Association in all matters relating to the interpretations of this Code.

*Section E. Voting Rights*

The following classifications shall have the right to vote in Association elections and have the right to hold office:

* Regular and Honorary.
* Family members over the age of 18. Family members are allowed one vote per family. Any family member over the age of 18 may hold office.
* Student members over the age of 18. Student members under the age of 18 shall not have the right to vote or hold office.

*Section F. Civil Rights Declaration*

Membership shall not be denied to anyone because of his/her race, sex, creed, ethnic, origin, age, or sexual orientation.

# ARTICLE III. OFFICERS

*Section A. Titles*

The officers of this Association shall be: President, 1st Vice-President, 2nd Vice- President, Treasurer and Secretary. The directors of this Association shall be: Webmaster, Membership Coordinator and Directors-at-Large.

*Section B. Duties of the President*

It shall be the duty of the President to:

1. Preside at all meetings of the Association.
2. Designate the time and place for any special meetings.
3. Direct the activities of the Association.
4. Act as a member ex-officio of all committees.
5. Countersign checks in payment of such bills as are approved by the Board of Directors, in order that such checks may be signed by the Treasurer.

*Section C. Duties of the 1st Vice-President*

It shall be the duty of the 1st Vice President to:

1. Perform the duties of the President during the President's absence or inability to serve. In the case of the resignation, impeachment, or death of the President, the 1st Vice President shall become the President for the un-expired term.
2. Have complete responsibility for meeting programs and Association equipment.

*Section D. Duties of the 2nd Vice-President*

It shall be the duty of the 2nd Vice President to:

1. Perform the duties of the President during the President's and 1st Vice President’s absence or inability to serve. In the case of the resignation, impeachment, or death of the President and 1st Vice President, the 2nd Vice President shall become the President for the un-expired term.
2. Have complete responsibility for coordinating Association Field Trips and Workshops.

*Section E. Duties of the Treasurer*

It shall be the duty of the Treasurer to:

1. Supervise and have custody of the funds of the Association.
2. Provide a detailed quarterly financial statement of the Association.
3. Provide a detailed annual financial statement of the Association, which shall be made available to all members.
4. Review all bills and accounts presented for payment and to be satisfied that they are in accordance with the requirements of the Association.
5. Countersign checks in payment of such bills as are approved by the Board of Directors, provided that such checks already bear the signature of the President or other Officer.
6. Collect dues and other fees as noted in the Standing Rules.
7. Provide a monthly report regarding the Association’s finances.

*Section F. Duties of the Secretary*

It shall be the duty of the Secretary to:

1. Supervise the maintenance of the minutes of all meetings of the Board of Directors.
2. Handle communications as directed by the President.
3. Maintain a file on such communications and other material which is pertinent to the activities of the Association on the website or Google Docs as appropriate.
4. Record all changes to the Standing Rules, and maintain a current document of the Standing Rules.

*Section G. Duties of the Webmaster*

It shall be the duty of the Webmaster to:

1. Supervise the maintenance of the Association website at www.scvphotographers.com
2. Supervise the maintenance of the Association Facebook page at www.facebook.com
3. Advise the Board of Directors in all matters regarding Internet communications with the membership
4. Provide a monthly report regarding the Association’s Internet activities
5. Act as Photo Manager for the Association website maintaining the display of members’ photos as well as photos of Association events.

*Section H. Duties of the Membership Coordinator*

It shall be the duty of the Membership Coordinator to:

1. Supervise attendance at all meetings to ensure that attendance is taken, and any non-member guest pay the entry fee.
2. Communicate with members regarding their annual renewal, to encourage renewals and minimize the number of members who fail to renew.
3. Advise the Board of Directors in all matters regarding current status of the membership.
4. Provide a monthly report regarding the Association’s membership levels and trends .

*Section I. Duties of the Directors-at-Large*

It shall be the duty of the Directors-at-Large to:

1. Handle any tasks as assigned by the Board of Directors that are mutually agreed upon.
2. Assist the Board of Directors in the management of Association monthly meetings, special meetings, and events.

*Section J. The Board of Directors*

1. The Board of Directors shall consist of the combined Officers — President, 1st Vice-President, 2nd Vice President, Treasurer and Secretary — and directors — Webmaster, Membership Coordinator, and up to three Directors-at-Large.
2. The Officers shall be elected by the general membership. (See Article IV below.) Directors are nominated by any Officer and approved by a vote of the Board.
3. The Board of Directors shall meet each month. A majority of Officers and Directors constitute a quorum.
4. The duties of the Board are as follows:
   1. Conduct the business of the Association.
   2. Approve expenditures of the activities of the Association.
   3. Ratify the committee chairpersons appointed by the President.
   4. Approve admission of new members and expel any member for good cause by unanimous vote.

# ARTICLE IV. ELECTION OF OFFICERS and DIRECTORS

*Section A. Elections*

Elections shall take place at the May general meeting.

*Section B. Nominating Committee*

The Board of Directors shall serve as the Nominating Committee and present a slate of Officers for consideration by the membership. The slate may be comprised of any members in good standing who:

(1) are recruited by the Board, or

1. personally request consideration, or
2. are recommended by other members and agree to be considered.

*Section C. Terms of Office*

Each Board Member shall serve a term of one year.

*Section D. Elections*

Elections shall be held annually. Newly elected officers and directors will take office following Installation.

*Section E. Directors*

Directors are board members with full voting rights, who are appointed by the Board of Directors, rather than elected by the Membership.

(1) The Director positions are as follows:

1. Webmaster
2. Membership Coordinator
3. Director-at-Large (up to three)

*Section F. Installation*

The Board of Directors shall take office effective June 1 of the year in which they are elected.

# ARTICLE V. MEETINGS and COMMITTEES

Section A. The President shall appoint such committees as is deemed necessary and they will serve until the next annual election or until their functions have been discharged.

Section B. Special Meetings (including workshops or field trips) may be called at any time by the Board of Directors. Unless otherwise specified by the Board of Directors, members must be notified at a meeting or by email at least thirty (30) days prior to any Special Meeting.

# ARTICLE VI. SPECIAL INTEREST GROUPS

Special Interest Groups (“SIGs”) are groups of like-minded photographers with an interest in a particular facet of photography. The Association shall encourage and support the creation of SIGs within the membership. SIGs shall operate semi-autonomously within the Association, arranging their own activities and recruiting their own members. Possible SIGs may include Landscape, Portrait, Nature, Photoshop, etc. The Board shall approve the creation of each SIG, as suggested by the membership. A SIG must have at least three members. A SIG may not exclude any member in good standing who wishes to join.

# ARTICLE VII. CODE OF ETHICS

The following shall constitute as the Code of Ethics for all members of this Association. Members shall be expected to abide by this Code.

Having been accepted for membership in the Santa Clarita Valley Photographers Association, I do hereby subscribe, without reservation, to this Code of Ethics, and do agree that:

1. I will endeavor to advance the status of the photographic arts.
2. I will observe the highest standards of honesty in all my photography. I will not plagiarize the work of others.
3. I will endeavor to produce the type of photography that will enhance the prestige of the art, to apply my best efforts in behalf of the public, to play my part in raising the general standard of photographic craftsmanship.
4. I will show a friendly spirit of cooperation to my fellow photographers and assist them wherever possible should they be in trouble or difficulty.
5. If I am a professional photographer, I will avoid at all times the use of unfair business practices.
6. I will assist and share my knowledge with the members of my profession, and will encourage them individually, and collectively, so that the standards of photography may constantly be raised to higher standards.
7. In all matters relating to the interpretations of this Code, I will recognize the authority of the Santa Clarita Valley Photographers Association.

# ARTICLE VIII. AMENDMENTS

Changes to the Bylaws may be proposed by the Board of Directors to the membership at a regular meeting, and must receive a two-thirds (2/3) vote of any quorum to pass. A quorum is defined as a majority of the membership. Members must be notified of any proposed changes by mail or email at least thirty (30) days in advance of the meeting. Amendments to the Bylaws shall become effective immediately upon adoption, unless otherwise specified in the Amendment.

# ARTICLE IX. AFFILIATION

This Association shall not affiliate or disaffiliate itself with any other organization without a two-thirds (2/3) vote of a quorum of the membership. A quorum is defined as a majority of the membership.

# ARTICLE X. ROBERT'S RULES OF ORDER

Any issued not addressed within these Bylaws shall fall under the procedural guidelines of Robert's Rules of Order.

**STANDING RULES**

# SECTION A. GENERAL RULES

1. All guests at the monthly meetings may attend one meeting at no charge; after one meeting, guests who return to any subsequent meeting within twelve (12) months must pay a $10 Guest Fee. This fee may be applied towards membership dues if application for membership is made within thirty (30) days following the general meeting.
2. A "Guest Pass" signed by an officer or board member will allow a guest to attend a general meeting at no charge.
3. Guest fees will be waived for spouses of members for two meetings a year.
4. The Membership Roster may only be given out to SCVPA members in good standing.
5. If an award is used by a member to promote their business through publicity or advertisement, the promotion must correctly identify the award that was given. If there is any question as to the award being misrepresented by the member, the Board of Directors will determine if the member is in violations of the Code of Ethics and will respond accordingly.
6. On designated Vendor Nights, Supporting Members may participate at no charge. Vendors who are not SCVPA Supporting Members may purchase a booth or table space for a fee to be set in advance by the Board of Directors; an item or service donation for raffle, auction or prize may be offered in lieu of the fee. This fee does not include access to our membership roster.

# SECTION B. MEMBERSHIP

1. Criteria for Membership Categories
   1. Regular - A Regular Member is any photographer over the age of 18 desiring to become a member of the Association, as approved by the Board of Directors.
   2. Family - Family Members shall be any couple, married or in a domestic partnership, and their children under the age of 18 residing in the same household, or under the age of 25 if a full-time student.
   3. Student - Student Members shall be any full-time student under the age of 25. Students under the age of 18 must have parental approval to become a member. Students under the age of 14 must be accompanied to any Association meeting or event by a parent or guardian.
   4. Honorary - An Honorary Member is elected by the Board of Directors to distinguish those members who have served SCVPA above and beyond the call of duty. An Honorary Member enjoys all privileges of full membership, including the use of the SCVPA logo, and the right to vote and hold office, but is no longer required to pay yearly membership dues. Nominations may be submitted to the Board. Honorary Membership and must be approved by the unanimous vote by the Board of Directors.
2. Review of Membership Application
   1. Applicants must fill out an Application for Membership.
   2. The Board of Directors may take up to thirty (30) days to review an application for membership. Applications not reviewed within thirty (30) days are considered approved *in absentia*.
   3. At the board meeting, the Membership Coordinator must introduce each application for membership for approval.
   4. Each application for membership must be approved by unanimous vote of a quorum of the Board of Directors.
   5. If the application is approved, the applicant will be notified and a membership email will be sent.
   6. If the application is not approved, the applicant will be advised immediately and their membership fee refunded.

# SECTION C. DUES

1. Full membership dues are $75 per year for Regular members. Family dues are $100. Student dues are $20.
2. Dues are waived for all Board members for their term of office for any renewal that occurs during their service provided that the Member has attended 75% of the Board meetings prior to renewal. Waiver of dues is at the discretion of the Board of Directors. Dues are waived for Honorary members.
3. Membership dues shall be payable upon acceptance of a member application, and on the anniversary date each year thereafter, as determined by the Membership Coordinator.
4. If a payment of dues has not been made full within thirty (30) days after the due date, it will be understood that the member has terminated membership in this Association.
5. Terminated members may not attend meetings unless they pay the $10 Guest fee or renew their membership. If a member attends a meeting while terminated, the $10 Guest fee will be added to their renewal cost if they do not pay at the time of the meeting.
6. If a terminated member does not attend any meetings or special events, and renews membership after being terminated, their membership dates shifts to the new date of renewal; i.e., it is not retroactive. For example, if a member’s term expires in June, and they do not renew, but re-join in August, the membership is effective as of August, so as not to charge them for months they did not participate. Another way to say this is: Members will not be charged for retroactive time if they are late in renewing.
7. Changes in the dues structure may be proposed by the Board of Directors to the membership at a regular meeting, and must receive a two-thirds (2/3) vote of any quorum to pass. Members must be notified of any such proposal by mail at least thirty (30) days in advance of this meeting. This notification may be published in the Association Newsletter, which is mailed or emailed to all members.

# SECTION D. ELECTIONS

1. The membership must receive a copy of the election slate from the Board of Directors by mail or e-mail at least thirty (30) days before the election. This report may be published on the Association website.
2. Nominations may be made from the floor at the general meeting prior to the election and at the meeting where the election is to take place.

# SECTION E. OFFICERS AND DIRECTORS

1. The Secretary shall, in addition to the duties outlined in the Bylaws, maintain and store all documentation of historical value to the Association.
2. When any Officer or Director cannot fulfill their term of office or resigns from office, a successor shall be selected by the President to fill the vacant position. The appointment must be approved by a two-thirds (2/3) vote of the remaining Board of Directors.
3. An Officer or Director may be removed from office (“impeached”) for due cause by a two-thirds (2/3) vote of the Board of Directors and a successor shall be selected by the President (or 1st Vice-President, if the President is being removed) to fill the vacant office. The successor must be approved by a two-thirds (2/3) vote of the Board of Directors.
4. Upon a two-thirds (2/3) vote of the Board of Directors, any committee chairperson, or member of a committee, may be removed from that committee for due cause.

# SECTION F. MONTHLY MEETINGS

1. There will be at least twelve (12) monthly meetings each calendar year at places and times designated by the Board of Directors.
2. The May monthly meeting shall hold elections for the Board of Directors.
3. The print or image competition will be held during the fall months at a regular meeting as designated by the Board of Directors.
4. The December monthly meeting shall be a holiday party, to which members may bring a guest (i.e., friend, partner or spouse).
5. Monthly meeting content may include, but is not limited to:
   1. Photographic demonstrations.
   2. Post-processing demonstrations (e.g., Photoshop).
   3. Guest speakers.
   4. Member speakers.
   5. Other activities as determined by the Board of Directors.
6. Unless otherwise specified by the Board of Directors, meetings shall be held on the second Tuesday of each month, at 6:45pm.
7. Unless otherwise specified by the Board of Directors, meetings shall be held at Santa Clarita Camera, 21515 Soledad Canyon Road #116, Santa Clarita, CA 91350.
8. The meeting time and location may be changed at the discretion of the Board of Directors, but no less than sixty (60) days’ notice shall be given to members. Notification shall be made at the second regular meeting preceding the change, the meeting preceding the change, and shall also be given via email or mail to all members at least twice prior to the change.
9. In addition to the twelve (12) monthly meetings, a Spring Print Competition shall be held separately from the monthly meeting.

# SECTION G. SPECIAL INTEREST GROUPS (SIGs)

1. A Special Interest Group (“SIG”) is a group of three or more SCVPA members who share an interest in a particular topic. SIGs provide an easy way to organize smaller group events and share knowledge amongst each other.
2. Any SCVPA member can propose a SIG. Each SIG requires a leader. Once a member identifies the topic of the SIG, they may then present it to the Board and request approval, and the SIG can be presented to the general membership to establish, at minimum three (3) interested members can be found. Or, if the proposing member can identify other interested members first, the SIG may be presented to the Board pre-formed. The SIG leader can be designated at any point in the process, and does not have to be the proposing member. Once a SIG is approved, it may commence in SIG events.
3. When a group of members decides to form a SIG, they must select a SIG topic. The topic should be broad enough to be inclusive, (e.g., “Sports,” as opposed to “Baseball”), unless there is sufficiently broad interest from enough members to sustain a less-inclusive topic. The Board reserves the right to merge SIGs, (i.e., a Baseball and Basketball SIG could be merged to form a single Sports SIG). However, this would not require any member to participate in SIG activities in which they are not interested.
4. When a SIG is formed, it is expected to be active year-round. However, its leader may request “Seasonal” status for the SIG. This reflects SIGs whose events may be restricted to certain months of the year (i.e., baseball and other sports, snow photography, or bird watching)
5. A SIG event is anything that falls within the SIG's topic, that others may be interested in participating in. SIGs are required to have one (1) event per quarter, or four (4) events per year in order to remain active. (SIGs based on seasonal activities, such as sports, are not required to have events in the off-season.) Any SIG member can initiate an event.
6. All SIGs shall be reviewed each May following the general election. SIGs that have not had sufficient events, or whose membership levels have fallen below three (3) members may be disbanded at the discretion of the Board.
7. SIG leaders are required to inform the Webmaster or any Board member of all SIG events so that they may be posted to the Association’s website and Facebook page in advance of the event. Self-promotion of an event is encouraged, but not mandatory.
8. SIG leaders are required to inform the Webmaster or any Board member following an event of how many members participated, and if possible, a list of members. The SIG leaders shall inform the Board of Directors no less than 72 hours prior to each monthly meeting of all SIG events that have occurred in the previous month and that are planned for the upcoming month.
9. Non-members may only participate in SIG events as a guest of a SCVPA member. A SIG event shall not be considered valid (i.e., will not count towards that SIGs quarterly quota) if the majority of participants are not SCVPA members. A non-member may attend one (1) SIG event with no obligation. After that, they must be asked to join the SCVPA. Although not required to join, this will be highly encouraged.
10. An SCVPA member may join as many SIGs as he or she wishes.

# SECTION H. SPRING PRINT COMPETITION

1. The Spring Print Competition and Awards Gala will be offered at a time and place selected by the Board of Directors.
2. Unless otherwise specified by the Board of Directors, the Spring Print Competition shall be held in the month of May.
3. Classification of Entries shall be set forth in the rules for the print competition. Changes to entry classifications may be made by a vote of the Board of Directors.
4. Print Competition rules shall be published in a separate document. Changes to the rules shall require a majority vote of the Board of Directors.
5. The Spring Print Competition shall be open to the general public, as well as Association members.
6. Judging
   1. The Board shall appoint (or shall assign a Board member to appoint) four (4) people to serve as judges. Judges may not be members of the Association, and should be chosen so as to ensure a limited knowledge of the work of the members.
   2. Judges shall be paid a stipend, as determined prior to the Competition by the Board of Directors.
   3. Judges may not have a financial outcome in the results of the judging, and may not promote their own goods or services during the judging.
7. Awards
   1. “Award of Merit” ribbons are awarded to prints scoring 80 points and above.
   2. A “Best in Show” ribbon will be awarded to the print receiving the highest score.
   3. If two or more prints tie for high score, “Best in Show” will be determined by a vote of all four judges.
   4. First, Second and Third place ribbons are given to the highest scoring prints in each category, providing that five (5) entries are entered in that category.
   5. Each judge may review all prints at the end of the competition and award a “Judge’s Choice” ribbon to their subjective favorite print.
8. Gala
   1. Following the Spring Print Competition Judging, on the same day, a Gala event shall present competition entries for public viewing.
   2. The Gala shall be open to the public.
   3. The time and location of the Gala shall be determined by the Board of Directors.
   4. All entries shall be displayed at the Gala. Award winners shall be displayed with their associated ribbons or other awards.
   5. The Board of Directors may elect to provide entertainment, refreshments, and other diversions befitting a Gala event.
   6. The Board of Directors may elect to provide vendor tables, workshops, a silent auction, or other fundraising activities in association with the Print Competition and Gala.
9. Committee
   1. The Spring Print Competition shall be organized by the Board of Directors. Tasks may be appointed to any Board member upon mutual agreement. Non-director members may be recruited or volunteer, and may be accepted by a vote of the full Board.

# SECTION I. WEBSITE AND FACEBOOK PAGE

1. The Association shall maintain a website at www.scvphotographers.com.
2. Maintaining the website shall be the primary responsibility of the Webmaster.
3. Other Board members may contribute to the maintenance and content of the website. The Webmaster shall determine the access privileges to be given to each Board member.
4. At least one Board member besides the Webmaster shall have full administration privileges (or information pertaining) to the website, to ensure that in the event of the Webmaster being indisposed, the Board shall be able to continue to maintain the site.
5. Access to the website shall be partitioned, such that portions are accessible by the general public, while other portions are accessible to members only. Additionally, the website shall be partitioned such that the Board may have special access to membership records and appropriate reports, and other materials as necessary to ensure needs to manage the Association are accessible. Access to each page shall be determined by the Webmaster, under advisement of the Board.
6. The Association shall maintain a Facebook page.
7. Maintaining the Facebook page shall be the responsibility of the Webmaster.
8. Access to the “Wall” and other posting areas of the Facebook page shall be monitored by the Webmaster to limit the amount of spam, ads and other extraneous, non-relevant content.
9. At least one Board member besides the Webmaster shall have full administrative privileges (or information pertaining) to the Facebook page, to ensure that in the event of the Webmaster being indisposed, the Board shall be able to continue to maintain the page.
10. The Webmaster may suggest other social networking and Internet outlets to the Board, such that new technology is available to serve the membership.

# SECTION J. FALL PRINT/IMAGE COMPETITION

1. Unless otherwise specified by the Board of Directors, the Fall Print/Image Competition will be held during the November meeting.
2. The rules of the Fall Print/Image Competition shall be substantially the same as the Spring Print Competition, with the following exceptions:
   1. The fall competition entry is a members-only competition. It is not open to the public.
   2. The fall competition may be a Print Competition or a Digital Image Competition, as determined by the Board. Such determination shall be made at least sixty (60) days prior to the competition, and announced to members at the September meeting.
   3. Print Competition rules shall be published in a separate document. Changes to the rules shall require a majority vote of the Board of Directors.

# SECTION K. OTHER COMPETITIONS & EVENTS

1. At the discretion of the Board, other competitions and events not described in the Bylaws may be added to the Association calendar. Such events shall be announced to the membership at least thirty (30) days prior to the event, and any rules that may need posting shall be made available in a timely fashion.

# SECTION L. PROCEDURES FOR ETHICS COMPLAINTS

1. When an Ethics complaint is presented to the Board of Directors of SCVPA, the President shall appoint a standing Ethics Committee to conduct an investigation into the claim. If the President is the subject of the complaint, the 1st Vice-President shall appoint the committee. The Ethics Committee may be comprised of any Association member in good standing, provided they are not named in, or affected by, the complaint.
2. All Ethics complaints shall be referred to the President of SCVPA, except as provided above.
3. Complaints must be submitted in writing or via email. Complaints may not be anonymous. The complaint should include any written documentation to support the claim against the accused. The President shall keep one copy of the complaint in his or her records until the issue is resolved.
4. In the event of an Ethics complaint, the President will refer the complaint, in writing, to the Ethics Committee. Copies of any documentation supplied by the complainant shall also be included.
5. The President shall also notify the accused, in writing, of the Ethics Committee's intent to conduct an investigation. The President shall also include copies of any documents received from the complainant
6. The Ethics Committee shall conduct an investigation of the complaint. During the investigation, no member of SCVPA shall discuss the case with anyone except the Ethics Committee, to prevent possible damages to the accused business or reputation.
7. At the conclusion of the investigation, the Ethics Committee shall make a report to the

President. If the issues under investigation can be resolved by the Ethics Committee, the President shall require a written report be presented to the Officers and Directors of SCVPA at their next Board Meeting. The report need not be detailed, but should contain recommendations as to what action SCVPA should take.

1. The Officers and Directors of SCVPA shall require the accused to be present at the time the report is presented. Such notice shall be given by the Secretary, in writing, at least two (2) weeks prior to the appointed time.
2. “A failure to the accused to obey the summons is cause for expulsion.” (Roberts' Rules of Order).
3. After the Ethics Committee has presented its report, the accused should be allowed to cross examine the other’s witnesses, or, should witnesses not be present, the Ethics Committee.
4. “The accused may have counsel at this meeting.” (Robert's Rules)
5. After all the evidence is in, the accused should retire from the room, and the Officers and Directors shall vote upon the issue. Vote should be by written ballot only. (Robert's Rules)
6. Members of the Ethics Committee have the same vote as the Officers and Directors. (Robert's Rules)
7. “No member should be expelled by less than two-third (2/3) vote of those voting.” (Robert's Rules)
8. Ejected members are entitled to a refund of a pro-rated portion of their membership fee, as determined by the Ethics Committee.

# SECTION M. OTHER GUIDELINES

1. The Santa Clarita Valley Photographers Association is to operate as a non-profit entity, regardless of its actual tax filing status. Fees collected from members are to cover expenses only. Any funds held by the Association are to be spent on the commonwealth of the Association.

No individual member or Board member may use Association funds for personal benefit.

1. The Santa Clarita Valley Photographers Association operates as a loose affiliation of like-minded people. Members participate entirely at their own risk, and of their own free will. The Board of Directors serves as “trusted advisors” only, and is not liable for the actions of any individual member or each other.
2. Events planned by the Santa Clarita Valley Photographers Association are planned as a convenience for the members. Members participate entirely at their own risk, and of their own free will. The Association assumes neither risk nor liability for members who attend such events.
3. The Association assumes neither risk nor liability for the actions of its individual members, officers, or Board of Directors.
4. These Bylaws shall be placed on the website such that they are available to all members.
5. All members are subject to the Bylaws. Submission of a membership fee indicates acceptance of the Bylaws by each member.
6. Each clause of these Bylaws is independent of the others. If any individual clause is invalidated, via vote of the Board, vote of the members, or action of law, the other clauses shall remain in force.